

**Kent County
LEPC Meeting Minutes**

January 10, 2006

Attendees

Nicole Vautard	<i>KC DPS</i>	Allen Metheny	<i>KC DPS</i>
Ken Belmont	<i>DPH</i>	Jeff Vadakin	<i>Magnum</i>
Bob Barrish	<i>Retired</i>	Robert Hawkins	<i>DE State Police</i>
Paul Bernat	<i>Dover Police</i>	Sarah King	<i>DNREC</i>
Janice Hilliard	<i>Discover Card</i>	David Balcerak	<i>R.S.V.P.</i>
Art Paul	<i>DEMA</i>	Jay Brabson	<i>DNREC</i>
David Mick	<i>KC DPS</i>	Tommy Short	<i>Dow Reichhold</i>
Reinhold Betschel	<i>KC PW</i>	Bret Scott	<i>KC Levy Court</i>
Kenny Glanden	<i>KC PW</i>	Cleon Murray	<i>Proctor Gamble</i>
Robert Wright	<i>Kraft Foods</i>	Gary Pacis	<i>DE Storage & Pipeline</i>
Dean Blaha	<i>Duke Energy</i>	Jerry Wiegand	<i>NRG-Dover</i>
Dave Freeman	<i>Bayhealth</i>	Ken Cross	<i>TUI</i>

Allen Metheny called the meeting to order at 10:05 A.M.

The minutes of the November 9, 2005 meeting were approved.

Welcome from Allen and introduction of all the attendees.

Current Issues

Dave Mick – DECON – On December 28th there was a Chlorine incident on New Base Housing with joint response from DECON, fire department, air base, and DNREC. The incident turned out to be a minor leak in a temporary relocation of a chlorinator. We had plenty of crew and everything went well.

Over the year the unit has been on numerous stand bys and displays. We are currently working on our supplied air respirator system.

Sarah King - Tier II Reporting – In November and December we trained 135 people on using the new Tier II Reporting System. Reporting Packages went out the first week of January. We had 66 users register to use the online system. Quite a few submissions have been received. Positive feedback has been received from the users.

Sarah King - Tier II Manager – Going very well on administration and facilitator side, still have work to do on the planner and response side. Still remains a work in progress.

Art Paul – SERC – Last meeting was on December 14th at the Public Safety Building above DMV. Reports on the Standing Committee, Finance and Budget Committee, Technology Committee, Planning Committee, and the DECON Trailer Committee as well as the other

LEPCs. Annual SERC report has been sent to the Governor and should be available on the website real soon. We are currently working on the budget.

Sarah King – Web pages - The state of Delaware is going to a common looking field where all the agencies are using a general template for their websites. The only thing left to do is get a new URL.

Art Paul – Delaware Emergency Notification System (DENS) – Testing done in October and will continue quarterly testing. We have had some system upgrades. All systems will have VPN (Virtual Private Networks) where you can go in and activate the system. We will be advertising in the newspapers over 4 days (one Sunday and 3 days throughout the week) prior to the testing. Cell phones can be registered to your address if you do not have a home phone. We are trying to get the public aware of this system. When they receive a call their caller ID shows “State of Delaware”. The system is alive and well.

Allen Metheny - EOC Enhancement – Completed the RFP and sent it out as a design/build project. We received 6 responses from vendors and we are currently in the review process. Meeting with 2 prospective vendors this week and hopefully by June or July the project will be completed.

Old Business

Allen Metheny - FY06 Budget – As of today we have used about 49.1% of the budget so we are right on target.

Janice Hilliard - Planning Committee – Site Security Seminar to be held on April 27th at the Dover Sheraton from 9:00 a.m. until 3:30 p.m. and includes lunch. There will be four topics of discussion dealing with security issues. We are still working on getting the bios from three of the four speakers. We would like to get the brochures completed and out within the next couple months. We are working on getting an ad together to put in the Delaware Chamber News to advertise seminar.

Newsletter – No submissions yet.

Allen Metheny – Exercise Committee – Received a draft copy of the after action report for the tabletop exercise held at the State Fair in October. There were three key areas where improvements could be made:

- Understanding of existing plans and procedures.
- Familiarity and knowledge of National Incident Management Systems and Unified Command Structure.
- Information sharing- need to establish clean lines of communications among agencies and Emergency Management Personnel.

The strengths noted was enthusiasm among the participants and enhanced regional response policies and procedures as well as participation from a lot of different agencies both senior administrators and operational personnel. All in all it was a great learning process. I will share the final after action report when I receive it.

Bob Barrish – Facility Inspections – In the process of setting up the next round of inspections. We have a meeting following LEPC and I have put together some inspection protocols for us to review and we will take a look at the different areas and decide how to split them up between the inspectors. I feel once we agree on the protocols we should be able to move forward very smoothly with the inspections.

Janice Hilliard – Newsletters – No articles have been received. We would like to put a newsletter together to keep others informed. Give me some ideas and I will gladly write something for the newsletter. We would like to mail the newsletter with the minutes as well as put it on the website. Let us know if anything is going on with your agency!

New Business

There is nothing new to report.

Program

Video “Decontamination of Children”.

Meeting adjourned by Allen Metheny at 11:00 a.m.

Next LEPC meeting tentatively scheduled for Tuesday, February 14th at 10:00 a.m.

Respectfully submitted,

Nicole Vautard

Nicole Vautard
Kent County Dept. of Public Safety
LEPC Secretary